



## **PUBLIC NOTICE**

### **Assistant Commonwealth's Attorney**

The Office of the Commonwealth's Attorney for Madison County, Virginia is seeking a highly qualified, dynamic individual to serve as an Assistant Commonwealth's Attorney and work with a strong team of committed professionals. For more information, please visit <https://www.madisonco.virginia.gov/jobs>, call the Commonwealth's Attorney's Office at (540) 948-7000, or send a cover letter, resume, writing sample, and references to [commonwealthattorney@madisonco.virginia.gov](mailto:commonwealthattorney@madisonco.virginia.gov).

For further information, contact the Office of the Commonwealth's Attorney directly at (540) 948-7000 or [commonwealthattorney@madisonco.virginia.gov](mailto:commonwealthattorney@madisonco.virginia.gov).

## **Assistant Commonwealth's Attorney (Partially Grant-Funded)**

Dept/Div: Commonwealth Attorney/N/A

FLSA Status: Exempt

### **General Definition of Work**

Performs intermediate professional work preparing and prosecuting cases, providing legal assistance and advice to law enforcement officers and complainants, conducting legal research, preparing pleadings and briefs, and related work as apparent or assigned. Work is performed under the general direction of the Commonwealth's Attorney but must also maintain decisiveness and the ability to exercise discretion. Limited supervision is exercised over administrative personnel within the department.

### **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### **Essential Functions**

- Prosecutes and assists other attorneys in the prosecution of felony, misdemeanor, and traffic cases in the General District Court, Juvenile and Domestic Relations District Court, and/or Circuit Court including appeals to the appropriate appellate court; conduct bench and jury trials, sentencing hearings, bond hearings, detention hearings, probation violations, pretrial motions, appellate litigation, and other associated litigation.
- As a portion of this position may be paid by the Virginia Sexual and Domestic Violence Victim Fund (VSDVVF) grant, this position will specifically handle grant-eligible cases as required.
- Prepares cases for court including evidence review including law enforcement videos, legal research, filing of legal briefs and motions, preparation of discovery (including redactions), and interviewing and preparing witnesses; negotiates pre-trial resolutions with opposing counsel where appropriate; working closely with Victim Witness advocates and other appropriate agencies
- Assists law enforcement agencies in ongoing investigations of criminal offenses; advises on issues involving search and seizure, charging decisions, and other time-sensitive situations.
- Responds to citizen inquiries regarding possible criminal offenses; evaluates citizen complaints and refers to appropriate authority, if necessary.
- Tracks time and files where necessary to fulfill requirements of the VSDVVF grant; tracks grant-eligible prosecutions and submits data through quarterly progress reports.
- Performs miscellaneous administrative duties, such as running criminal histories, answering phones, scheduling forensic interviews, etc.
- Other duties as assigned by the Commonwealth's Attorney.

### **Knowledge, Skills and Abilities**

Thorough knowledge of modern principles and practices of law and of the state laws and court decisions applicable to criminal prosecution including the Code of Professional Responsibility; thorough knowledge of legal research and the investigation, preparation and presentation of cases for trial; thorough knowledge of legal office procedures, practices and methods; ability to communicate complex ideas effectively orally and in writing; ability to handle difficult trial and appellate litigation while meeting a high standard of ethics and integrity; ability to establish and

maintain effective working relationships with associates, court officials, government agencies and officials, law enforcement and legal representatives, and the general public.

**Education and Experience**

Juris Doctor from accredited school of law required. Experience as a practicing criminal law attorney, or equivalent combination of education and experience preferred.

**Physical Requirements**

This work requires the occasional exertion of up to 10 pounds of force; work frequently sitting and occasionally requires standing, walking, speaking or hearing and using hands to finger, handle or feel; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Special Requirements**

- Member in good standing with the Virginia State Bar within four months of hire.
- Eligibility to practice law in the Commonwealth of Virginia and possession of all other qualifications as prescribed by the Commonwealth of Virginia.
- Valid driver's license in the Commonwealth of Virginia.
- This is an at-will position serving at the pleasure of the Commonwealth's Attorney

Last Revised: October 5, 2020